

MEMORANDUM

TO: Agency Heads, Chief Financial Officers and Budget Directors

FROM: Brian J. Gaines

DATE: July 31, 2020

RE: Budget Guidelines for FY 2021-2022

Please find attached the budget request guidelines for submitting your FY 2021-2022 Budget Plans. Your budget plan must be submitted to the Executive Budget Office (EBO) by Friday, Sept. 25, 2020. Please read over the instructions carefully. The attached guidelines and other related information can be found on our website at:

<https://admin.sc.gov/budget/budgetplanningdocuments>.

All forms will be submitted in our new Budget Development System (BDS) this year. Your EBO analyst will provide the technical instructions and schedule training as necessary. Once you have completed your budget plan, your analyst will work with you to collect the detailed budget information in BDS. A printed and signed copy of the Form A should be mailed to the Executive Budget Office upon completion of the budget plan.

Budget hearings will be held virtually in October. We will contact you to schedule your appointment with the Governor's Office. If you have any questions, please contact your EBO analyst at (803) 734-2280.

